



City of Lemon Grove

SENIOR MANAGEMENT ANALYST **Class Specification**

DEFINITION

Under general direction, provides highly responsible and complex management support in the planning, analysis, coordination, and conduct of operating programs; supervises assigned staff; and performs administrative studies, fiscal analysis and special projects as assigned.

FLSA STATUS

Exempt – Not Overtime Eligible

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Assistant City Manager and/or his/her designee.

Position exercises direct supervision over assigned professional, technical, and/or clerical staff.

EXAMPLES OF DUTIES

- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and activities.
- Oversee assigned area of responsibility; demonstrate an understanding of applicable policies and procedures.
- Assume operational authority over projects, services, or administrative operations.
- Manage and oversee Lemon Grove's sanitation districts' daily operations, including the development of policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Oversee and participate in a variety of organizational and operational studies.
- Prepare and present comprehensive technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.
- Prepare reports, manuals, ordinances, supporting program documents and correspondence relating to departmental and interdepartmental operations, systems, and procedures; interpret rules and standards; monitor programs and compile project status reports.
- Prepare and monitor program grants and related proposals; monitor compliance with applicable contracts and/or agreements.
- Assist in budget development and administer assigned budgets as required.
- Represent the City to community groups, outside agencies, and professional organizations; respond to citizen inquiries and requests for information.
- Serve as liaison to and representative of assigned programmatic areas with other programs, divisions, departments and outside agencies and organizations.
- Prepare and present reports to the City Council.

- Analyze federal, state, and local legislative proposals for impact on assigned operations; provide legislative policy recommendations.
- Select, supervise, train, and evaluate staff; evaluate and review work for acceptability and conformance with Department's standards.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration; techniques of complex administrative and quantitative financial research and analysis; techniques of program administration; methods of report preparation and presentation; pertinent federal, state and local rules and regulations; principles of budget preparation and administration; principles of supervision; modern office procedures, methods, and computer equipment.

Ability to:

Provide highly responsible and complex management support in the planning, analysis, coordination, and conduct of operating programs; prepare administrative findings and reports; conduct studies; exercise sound independent judgment within established guidelines; make effective public presentations; evaluate alternatives and make creative recommendations in area of responsibility; and establish and maintain effective working relationships with City staff and the general public.

EXPERIENCE AND EDUCATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five (5) years of increasingly responsible administrative/analytical experience, preferably in a municipal government environment, including two (2) years in a supervisory capacity.

Education:

A Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, Business Management, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: TBD